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OSA 5328-64

2 DEC 1964

MEMORANDUM FOR: Assistant Director, OSA

SUBJECT: Assignment Policy on Personnel
of Automation Division, OSA

1. This memorandum contains a recommended position for use by the Assistant Director, OSA in discussions with OCS personnel. This position is summarized in paragraph 6.

2. After a thorough review and discussion which considered the advantages versus disadvantages of having the Automation Division Personnel assigned to OSA or attached from OCS, it has been determined that all should be assigned. Under the "single-manager" concept, the assignment to OSA of these personnel will insure the continuance of successful automation support to OSA operations.

3. Career progression is available and satisfactory for all civilian personnel in the Division with the possible exception of one position - Chief of the Program Branch. Although no problem can be seen in this position for the immediate future, the possibility does exist that in a few years it might be difficult to retain the incumbent. Through judicious use of step increases and promotions, a career ladder and normal progression are available for all other personnel.

4. It is also recommended that OCS be held responsible for initial recruitment of personnel for the Automation Division. Experience has indicated the scarcity of qualified personnel in the automation field, particularly in the area of scientific programmers. By holding OCS responsible for acquisition of these personnel, competition within the Agency for these scarce type individuals would be eliminated.

5. In consonance with the above recommendations, OCS should be required to immediately transfer [redacted] to OSA. Additionally a replacement for [redacted] should

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25X1 be transferred to OSA as soon as possible. The return of [redacted] is not being insisted upon to lessen the impact on OCS.

6. In summary, the above position basically reinforces the actions requested in the 20 July 1964 Memorandum for the Assistant Director, OCS, subject: "Computer Support" signed by the Assistant Director, OSA. Specifically, the two recommendations are:

a. All civilian personnel in the Automation Division, OSA should be assigned to OSA.

b. [redacted] should be transferred to OSA and a replacement assigned to OSA for [redacted]

25X1

[redacted]
Deputy for Field Activities, OSA

25X1

25X1

DC/AUTO/FA/OSA [redacted]

(25 Nov 64)

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